

BANK DRAFT AUTHORIZATION

INSTRUCTIONS

The ABC Division will accept bank drafts as payment for an order after the permit holder has successfully completed the following steps:

- A. If the permit is **NOT** on certified funds, you may proceed.
- B. Complete and sign the “Bank Draft Authorization Form” on the following page and have it signed by your bank officer (see enclosed form for required sections). Send the completed and signed form and a voided check on the designated checking account to the **ABC Accounting Dept.**
- C. When the permit has been set up on draft, you will be notified by the ABC Accounting Dept. and assigned an “authorization code” that must be used when placing a telephone order. After original notification, ABC will **NOT** give out the authorization code over the telephone. This code is for your protection and should be securely retained.

When the bank draft status has been approved for your account, you will no longer submit check or cash with your order – we will automatically draft the designated checking account for the amount of the order.

PLEASE READ CAREFULLY

ABC policy and procedures concerning permits on bank draft status:

- A. When the order is placed, the funds are to be in the account to cover the draft for the order and the additional privilege fee.
- B. Additional privilege fees will be automatically drafted from your checking account when your purchases exceed each \$5,000 increment **IF** you have an on-premise, club or wine only permit.
- C. Renewal fees and/or transfer fees will not be drafted and **MUST BE** paid by cash or check.
- D. If your permit is placed on certified funds, your bank draft status will be suspended. You must make written application to the ABC Director for reinstatement of your bank draft status at the end of your certified fund period.
- E. **It is your responsibility to notify the ABC Accounting Department of any changes in your checking account or if you wish to discontinue your bank draft status. A change in permit number, bank or checking account requires the completion of new Bank Draft Authorization Form and the submission with a voided check to the ABC Accounting Department.**

BANK DRAFT AUTHORIZATION FORM

Alcohol Beverage Control Division
ATTENTION: Marian Summerlin
MSUMMERL@mstc.state.ms.us
P.O. Box 540, Madison, MS 39130-0540

TO: * _____

Bank's Name and Branch

* _____

Bank's Address – Street or Box, City, State and Zip Code

You are hereby authorized to allow the Alcohol beverage Control Division of the Mississippi State Tax Commission to draw site drafts against my checking account for payment of alcohol beverage orders and additional privilege fee payments.

Until this authorization is revoked in writing addressed to you, you are authorized to pay such site drafts and presented for payments and to charge same to my checking account.

In granting this authority to the ABC Division to draft my account, I assume all responsibility for any improper use of the authority.

* _____

Please **“PRINT”** name

* _____

Signature of Permittee

* _____

Phone Number (where you can be reached between 8:00 am and 4:30 pm)

The bank stated above agrees to honor the site drafts mentioned and the following information has been verified to be accurate and correct:

Permit No.* _____ Checking account No.* _____

Permit Name* _____ Bank Routing No.* _____

If a line of credit or automatic overdraft limit has been established by the permittee, enter the amount: _____.

* _____

Signature of Bank Officer

* _____

Title

* _____

Date

***REQUIRED INFORMATION**

****YOU MUST SEND A VOIDED CHECK ON THIS ACCOUNT WITH THIS COMPLETED AND SIGNED FORM TO THE ABC ACCOUNTING DEPARTMENT**